

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**



**MANPOWER STANDARD 10B0AR**

**28 AUGUST 2004**

***Manpower Standard***

**MAINTENANCE GROUP COMMANDER,**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: ANG/XPME (Mr George W. Tatum III)    Certified by: ANG/CS (Col S. Wassermann)  
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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed by the Maintenance Group Commander. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Maintenance Group Commander. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard Base, TN 37777-6283.

**1. STANDARD DATA:**

1.1. Approval date. 28 August 2003

1.2. Man-hour Data Source. A Staffing Pattern was used to determine man-hour/manpower data.

1.3. Standard Manpower Equation.  $Y=1$  (Constant Manpower)

1.4. Points of Contact:

1.4.1. Functional: Col John J Samuhel, 189 MX/CC

1.4.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

**2. APPLICATION INSTRUCTIONS.** This work center requires constant manpower of one authorization. No other application instructions apply.

**3. MANPOWER DATA CODES.** Use Manpower Standards Implementation (MSI) code "W" to identify requirements earned by this manpower standard on the Unit Manpower Document (UMD).

**4. STATEMENT OF CONDITIONS.** The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201 *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Process*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP)-Quantification Tools*

*Abbreviations and Acronyms*

**AF**--Air Force

**AFI**--Air Force Instruction

**AFMAN**--Air Force Manual

**AFMS**-- Air Force Manpower Standard

**ANG**--Air National Guard

**ANGMS**--Air National Guard Manpower Standard

**FMB**--Financial Management Board

**IMT**--Information Management Tool

**MEP**--Management Engineering Program

**METL**--Mission Essential Task Listing

**MSI**--Manpower Standards Implementation

**POD**--Process Oriented Description

**TDY**--Temporary Duty

**UMD**--Unit Manpower Document

**UTA**--Unit Training Assembly

*Terms*

**Air National Guard Manpower Standard (ANGMS)** - A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

**Man-Hour** - A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

**Manpower Standard** - The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Process Oriented Description** - A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

## Attachment 2

**PROCESS ORIENTED DESCRIPTION  
MAINTENANCE GROUP COMMANDER**

**Table A2.1. Listing of Functional Processes.**

1.	MANAGEMENT:
1.1.	DIRECTS LOGISTICS GROUP. Establishes policy, directs and controls Logistics Group, and performs self-assessment of group's activity.
1.2.	DEVELOPS DIRECTIVE. Develops policy, procedure, plan, and operating instruction.
1.3.	PROVIDES GUIDANCE. Assists subordinate work center supervisors to ensure mission accomplishment and provides advice on administrative and technical matters.
1.4.	REVIEWS REPORT. Reviews information contained in reports for impact on group that may require further action, or as required by Air Force/Air National Guard directive.
1.5.	RECEIVES AND ASSISTS VISITING OFFICIAL. Receives visitor, inspector or other official; assists visitor to accomplish purpose of visit; and escorts visitor in restricted/controlled areas.
1.6.	INDOCTRINATES PERSONNEL. Conducts initial interview, determines/makes original job assignment, and familiarizes newly assigned personnel with the work center.
1.7.	RATES PERFORMANCE:
1.7.1.	PREPARES PERFORMANCE REPORT.
1.7.2.	INDORSES PERFORMANCE REPORT.
1.7.3.	NOMINATES PERSONNEL FOR AWARD.
1.8.	IDENTIFIES MISSION REQUIREMENT. Develops a mission essential task listing (METL) to identify all unit capabilities required to execute the assigned mission.
1.9.	DEVELOPS TRAINING REQUIREMENT. Ensures unit-training program prepares the unit to meet METL objectives.
1.10.	INSPECTS FACILITY. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire, or security.
1.11.	SUPERVISES PERSONNEL:

1.11.1.	SCHEDULES PERSONNEL. Schedules subordinate personnel to meet mission requirement. Approves leave request.
1.11.2.	COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development and suggest areas for improvement. Takes necessary corrective action required to maintain discipline.
2.	MEETING:
2.1.	PREPARES FOR MEETING. Gathers information and organizes reference material necessary to conduct or participate in meeting, briefing, or conference.
2.2.	CONDUCTS OR ATTENDS MEETING:
2.2.1.	ATTENDS FINANCIAL MANAGEMENT BOARD (FMB) MEETING.
2.2.2.	ATTENDS COMMANDER'S STAFF MEETING.
2.2.3.	ATTENDS VICE COMMANDER'S MEETING.
2.2.4.	CONDUCTS COMMANDER'S CALL.
3.	UNIT MOBILITY. Assists in the unit mobility plan, identifies mobility resources, and evaluates the unit readiness capability.
4.	FORCE PROTECTION. Ensures adequate measures are in place to protect life and safety of all unit personnel.
4.1.	MANAGES MISHAP PREVENTION. Ensures explosive safety and ground safety programs are effectively managed.
4.2.	CONDUCTS INVESTIGATION OF ACCIDENT OR INCIDENT. Investigates ground, explosive, or aircraft incident. Assists or prepares investigation report.
4.3.	MANAGES RISK MANAGEMENT. Assesses and mitigates the dangers associated with the execution of the mission.
5.	TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel in the performance of official job-oriented duty.
6.	UNIT TRAINING ASSEMBLY (UTA). Performs planning and scheduling tasks associated with preparation for UTA.
7.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

## Attachment 3

## MANPOWER TABLE

Table A3.1. Standard Manpower Table.

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Maintenance Group Commander	Logistics Commander	020C0	1							
Total			1							

Note. AFSCs may be adjusted at the discretion of the Commander.